



**Job Title:** Bookstore Clerk  
**Hours per week:** 2-8  
**Number of positions:** 5  
**Length of Employment:** August 20, 2018 – May 12, 2019  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor:** Colin Fraser

**Department Name & Code:** Campus Bookstore 305  
**Location:** CLE, Campus Bookstore  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Aid in the daily business operations of the Campus Bookstore and the textbook program.

**Job Description/Responsibilities:** Run the register in the Campus Bookstore, check out textbooks, answer general questions about campus, restock shelves and keep store tidy, price label new inventory, help create a welcoming atmosphere.

**General Qualifications:** Good with people, schedule must be compatible with bookstore hours, ability to make change, ability to learn point of sale computer system, be a good communicator, must be dependable.

The Campus Bookstore is Open 10am-4pm Monday –Thursday.  
Please submit a class schedule with you application and outline when you would be interested in working.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).